



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TECHNICAL PRODUCTION EDITOR	29	B	7.843

DEFINITION OF THE CLASS:

Under general supervision, coordinates and organizes publication production, including planning and tracking schedules, working with vendors, layout, art, and graphics; proofs copy; prepares material for printing; writes or sets captions, headlines, or copy; delivers final layouts to printers; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Prepares, coordinates, and organizes publication productions by recording deadline information; communicating with printer; following progress of staff assignments; operating equipment used for final preparation; copy editing against originals; designs and implements computer graphics for desktop publishing and production; preparing color guides and employing separation techniques; reviewing and amending printing specifications; and proofreading proof and final product for adherence to specifications, in order to create camera ready copy, correct errors, provide printer needed information, and meet established deadlines; oversees vendor billing by comparing charges against services rendered.

Designs layout by completing paste-up functions; preparing overlays; drafting symbols; reviewing page design format; implementing computer or manually completed graphics; and readying for printer, in order to create specifications for pages to be printed.

Writes headlines, and captions by determining needs; brainstorming with editors; identifying photographs or subjects; proofing written copy; creating appropriate wording; responsible for logging, filing and returning manuscripts, art work, or photographs, in order to complete issue and coordinate pictures or titles with stories.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of publication production in order to communicate concepts and cost estimates. Knowledge of the agency's mission and goals as applied to working with vendors and promoting the image of the agency and its publications. Knowledge of print specifications for preparation of bids for estimates from printers and other vendors.

Ability to maintain filing system, filing, retrieval and organizing. Ability to prioritize assignments to complete work in a timely manner.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of desktop publishing. Knowledge of color separation. Basic knowledge of stripping and printing procedures to communicate with vendors. Knowledge of type fonts and sizes. Knowledge of different paper weights. Knowledge of graphic elements. Knowledge of the photographic reproduction process. Knowledge of art production.

Ability to review entire project to determine readiness for printing and coordinate production schedule. Ability to write in a clear, concise and grammatically correct manner. Ability to communicate effectively with others. Ability to analyze information, problems, situations, practices or procedures. Ability to establish a good and cooperative working relationship. Ability to keep accurate accounts of time and material for billing purposes. Ability to communicate with professional staff and vendors regarding project deadlines. Ability to proof read marks and copy reading symbols. Ability to compute percentages to enlarge or reduce art work to fit a specified area. Ability to operate a personal computer and associated software.

EDUCATION AND/OR WORK EXPERIENCE:

I

Bachelor's degree from an accredited college or university with major coursework in journalism, English, graphic arts, or related field and one year of experience in the publishing field which included planning and coordinating the production of a publication; OR

II

Graduation from high school or the equivalent and three years of experience as outlined in option I; OR

III

An equivalent combination of education and experience in which the candidate demonstrates possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.843

ESTABLISHED: 7/1/89P
8/19/88PC
REVISED: 7/1/95P
9/16/94PC